

THE ROCKY MOUNTAIN RECORD

Summer-2004 Volume XI, Issue 2



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Records Manager Position Descriptions

In "NARA's Strategic Directions for Federal Records Management" issued July 31, 2003, NARA pledged to take a more active role in raising records management awareness throughout the Federal Government through the Administration's E-Gov initiatives, high level briefings with agency officials, presentations for agency programs and other activities. Recently, we took another step in the awareness process with the issuance of a sample position description for a Senior Level Records Manager. The description can be found at http://www.archives.gov/records_management/policy_and_guidance/senior_records_manager.html.

It is important for agencies to recognize the critical role held not only by their Senior Records Manager, but also field office records managers, records coordinators, records liaisons, technicians, and aids, in meeting agency business goals and responsibilities. Agency records managers at all levels are responsible for, and contribute to the proper management of records

throughout the agency to ensure that records in all media and formats are authentic, reliable, useable and have integrity.

Records managers help ensure that records are recognized as agency assets used to underpin current business and legal needs. Among the duties and tasks of a typical regional records officer are:

- ☑ Boxing non-current and archival records and completing and maintaining the forms for the transfer of records to NARA (SF-135s, SF-258s);
- ☑ Determining if managers and employees are properly documenting their programs;
- ☑ Ensuring that records are being cared for and managed in such a way so that people can find what they need when they need it;
- ☑ Preparing file plans that explain how and where records and other information resources are filed, how they should be managed, and when and how to dispose of them;

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- ☑ Ensuring that when employees and managers leave the agency, they turn over all Federal records to appropriate officials;
- ☑ Implementing agency records procedures found in the agency records manual and disseminating policy and guidance from NARA, and the headquarters records office;
- ☑ Providing technical assistance & training to record creators and record users, and overseeing records coordinators;
- ☑ Assisting computer staff in the development of automated systems that generate records and serve as co-systems administrator for electronic recordkeeping systems;
- ☑ Proposing changes to the agency retention schedules;
- ☑ Recommending improvements using technology;
- ☑ Assisting in the preparation of Requests for Proposal for new records management technology software and products.
- ☑ Conducting management systems analysis of processes that generate records in order to make improvements;
- ☑ Regularly evaluating and auditing the RM program;
- ☑ Overseeing records coordinators, secretaries, office automation staff, and others with record-keeping responsibilities within your agency office location;
- ☑ Maintaining contact with the national records officer, agency counterparts in other offices, and NARA personnel to keep up-to-date on changes and issues affecting records and information management;
- ☑ Regularly attending training, workshops, seminars, conferences, and other gatherings sponsored by ARMA, NARA, NAGARA, SAA, AIIM, etc. in order to up-to-date on changes and issues affecting records and information management.

Our region has begun collecting sample job descriptions from various Federal agencies that can be used as “best practice” models in constructing your own position descriptions.

If you are interested in obtaining samples, please contact us at workshop.denver@nara.gov or call (303) 407-5720. We also recommend the ARMA International Publication called Job Descriptions Guideline, publication # A4541, available from the ARMA Bookstore at <http://www.arma.org>.

What is “ARC”?



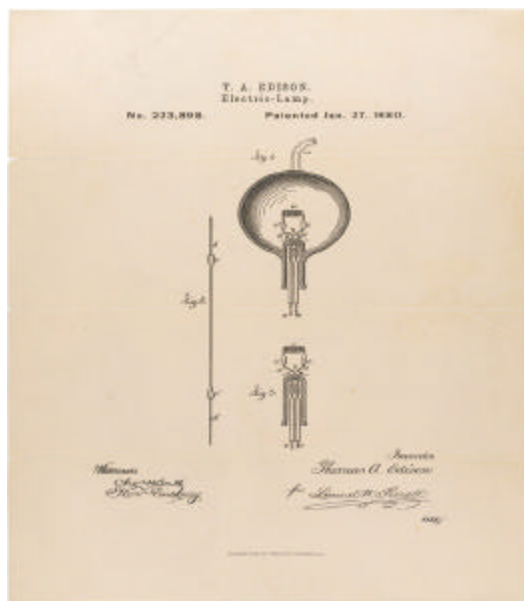
Where can you find a copy of the Louisiana Purchase Treaty that you can download for your child’s school report? Where can you see the actual U.S. Patent to Thomas Edison’s light bulb or view pictures from the 1906 San Francisco earthquake? Where can you find out which regional archives has records of The Bird Man of Alcatraz, the Homestead Act, or Bureau of Indian Affairs census data?

The answer to all these questions is the NARA **Archival Research Catalog (ARC)**. ARC is the online catalog of NARA's nationwide holdings in the Washington, DC area, Regional Archives and Presidential Libraries. ARC allows you to perform a keyword, digitized image and location search. ARC's advanced functionalities also allow you to search by organization, person, or topic. You can search ARC to view over 124,000 online copies of historical documents and photographs linked to archival descriptions.

For more information on how to access ARC, go to:
http://www.archives.gov/research_room/arc/.



ARC Identifier: 296866, Title: "Landscape photograph of San Francisco during the Earthquake and Fire of 1906, 04/1906"



ARC id: 302053. Thomas Edison's Electric Lamp Patent Drawing and Claim [Incandescent Light Bulb], 01/27/1880

RACO *West* 2004 Program Announced

The first Regional Records Administration Conference (RACO West) will be held in Denver, Colorado on Tuesday, August 31, 2004. The program will include the following speakers and topics:

Keynote speaker: Mark Giguere, Lead IT (Policy and Planning), NARA, Modern Records Program: *"How E-Government Is Happening in Electronic Records Management"*



Session 1: Panel- Managing Electronic Records

Panelists: Edie Ramey, Chief, Denver Service Center Information Management, National Park Service (NPS) Bruce Littlehorn, Project Manager, Quality Technology for NPS, Denver Service Center Donna Read, Senior Records Analyst, NARA-Southeast Region (Tampa, FL)

Session 2: "Managing Geospatial Data."

Speaker: John Faundeen, Archivist, U.S. Geological Survey, EROS Data Center, Sioux Falls, SD. Speaker will discuss the types of geospatial records created and received, the processes used to manage those records as well as the challenges faced by the USGS in preserving the diverse collections for future access.

Session 3: Panel: "NARA and You"

Moderator: Howard Lowell, Director, Modern Records Programs and Deputy Assistant Archivist, Office of Records Services--Washington, D.C., NARA

Panelists: Mark Giguere, Lead IT (Policy and Planning), NARA, Modern Records Program *"The Electronic Records Policy Working Group"*

Ken Thibodeau, NARA, Office of Human Resources and Information Services: Electronic Records Archives. *"Electronic Records Archives"*

David Weinberg, Records Center Program Director, NARA, Office of Regional Records Services. Barbara Byers, CRM, Senior Records Analyst, NARA-Central Plains Region, Kansas City, MO *"NARA's Electronic Media Storage Strategies"*

RACO West will be held at the [Sheraton West Hotel](#), 360 Union Blvd., Lakewood, CO near the Denver Federal Center. The all-inclusive registration is \$150.00. An exhibitor show will run throughout the day. For more information, visit

http://www.archives.gov/records_management/training/raco_west_2004.html#program or contact Susan Johnson, Registrar, NARA—Rocky Mountain Region, FAX number: (303) 407-5731 Voice: (303) 407-5720 , E-mail: workshop.denver@nara.gov